

OCS Module **Time registration**

Time spent on various activities will be registered each week for full donor compliance, maximizing our income and useful management information. This module will be accessed via a simple web page that is fast and user friendly (2-3 minutes per week). You can monitor your (or staff's) planned vs actual time. It automatically divides and books staff costs to the various projects and provides several overviews to monitor and analyze time.

Time Writing

Pending Timesheets

Items to Approve

My Staff

Day in Week

06 Aug 2015

03 Aug 2015 - 09 Aug 2015

Note: Normal time per period should total 40 before submitting for supervision

Status: Draft

Save as Draft

Submit for Approval

Normal Time

Select	Activity Code	Activity Description	Time Category	Monday	Tuesday	Wednesday
New	Delete					

No Charge Time

Select	Activity Code	Activity Description	Time Category	Monday	Tuesday	Wednesday
New	Delete					

Show My Plan Vs Actual Time Analysis

PeriodID	From	To	Status	OtherInfo
201526	22 Jun 2015	28 Jun 2015	Draft	OVERDUE
201527	29 Jun 2015	05 Jul 2015	Draft	OVERDUE
201528	06 Jul 2015	12 Jul 2015	Draft	OVERDUE
201529	13 Jul 2015	19 Jul 2015	Draft	OVERDUE
201530	20 Jul 2015	26 Jul 2015	Draft	OVERDUE
201531	27 Jul 2015	02 Aug 2015	Draft	OVERDUE
201532	03 Aug 2015	09 Aug 2015	Draft	

Day in Week

14 Jul 2015

13 Jul 2015 - 19 Jul 2015

Note: Normal time per period should total 40 before submitting for supervision

Status: In Workflow

Save as Draft

Submit for Approval

Normal Time

Select	Activity Code	Activity Description	Time Category	Monday	Tuesday	Wednesday
<input type="checkbox"/>	CG12101	1.1 Global Synthesis	General	3	3	0
<input type="checkbox"/>	CG12201	2.1 Systems Analysis and Synthesis	General	2	2	3
<input type="checkbox"/>	CG37433LG	ILRI ACT. 4.3.3 Validation of ToC throu	General	3	1	5
<input type="checkbox"/>	CIM005001	Program Management - Agricultural Ir	General	0	2	0
<input type="checkbox"/>		TOTAL		8	8	8

New

Delete

No Charge Time

Select	Activity Code	Activity Description	Time Category	Monday	Tuesday	Wednesday	Thursday

For OCS questions and suggestions email AskILRIOCS@cgiar.org. For up-to-date issues related to the OCS such as implementation progress, FAQs, or documentation, please visit: <http://ilri-ocs.wikispaces.com/>.